

Personnel Board Meeting

October 16, 2013

First Floor Meeting Room, Town Hall 9am-11am

Agenda

Opening/Welcome

Agenda Review/Additions

Old Business:

- Review and Approve Minutes of August, 2013
- Conflict of Interest Training-Please complete! (See attached)

New Business:

- Compensation Study Update
- Request for Interpretation of Intent Personnel Procedures Manual- Special Leave section
- Town Manager goals for FY15 relating to personnel management # 6, 8, 9
- Report on New hires and Exits, FY to date and last month

Other Business: Any other topics the Chair did not reasonably anticipate 48 hours before the meeting

Next Meeting: November 20, 2013

Reference Materials for October 16, 2013 Personnel Board meeting:

Excerpt from Personnel Procedures Manual:

Special Leave

Special leave may be granted for the observance of official religious obligations that are not recognized as holidays by the Town. An employee wishing to take special leave shall submit a request to the Department Head at least 48 hours in advance of such leave.

Personal Leave Days

An authorized period of absence from work, with pay, approved by the Department Head, enables an employee to take care of personal business. All permanent employees, with the exception of those covered by collective bargaining agreements, are eligible for a maximum of three (3) paid Personal Leave days during the fiscal year. The use of personal leave is a privilege, rather than a right. As such, an employee wishing to take a Personal Leave day shall request the leave from the Department Head at least 48 hours in advance except in emergencies. Employees may carry forward up to two (2) unused personal leave days into the next fiscal year for a total not to exceed five (5) days. Any days in excess of five (5) shall be forfeited.

Leave Without Pay

The Town Manager or Library Board/Director may grant a leave of absence without pay for a period of up to one (1) year in duration.

Granting of such a leave will be contingent upon whether a suitable temporary replacement is available and if the services of the Town will not suffer as a result of the granting of such leave. An employee wishing to take a leave of absence shall request such leave through his/her Department Head who will forward the request to the Town Manager or Library Board/Director along with the Department Head's recommendation on the granting of such leave.

Holidays

All employees who occupy positions that receive benefits shall receive the following days as holidays unless they are members of a recognized collective bargaining unit, in which case the holidays listed in the collective bargaining agreement shall prevail.

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Patriots' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	½ day before Christmas
	Christmas Day

If Christmas falls on Tuesday, employees will receive the full day on Monday.

If it is necessary for offices to remain open on the Friday after Thanksgiving or the ½ day before Christmas, a minimum staffing level will be maintained. Employees who are

required to work will be granted a compensatory day off at a time mutually agreeable to the employee and the Department Head.

Employees will also be granted an additional holiday at a time between November 15 and January 31. This day must be taken during this period and at a time that is mutually agreed upon by the employee and the Department Head.

Employees who work a part-time schedule shall receive the holiday hours in the ratio to the number of hours they normally work per week. For example, employee X works twenty (20 hours) per week and would therefore receive four (4) hours of compensation for the holiday.

An employee who works a schedule different from the Monday through Friday work week shall be entitled to the same number of holidays as employees working the Monday through Friday work week. For those employees who work a Monday through Friday work week, holidays that fall on Saturday will be observed on Friday; holidays that fall on Sunday will be observed on Monday. Holidays shall be observed on the day they actually occur for all other employees.

Holidays 2014

Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Jr Day
Monday, February 17	Presidents' Day
Monday, April 21	Patriots' Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans' Day observed
Thursday & Friday, November 27 & 28	Thanksgiving Holiday & Day After
Wednesday, December 24 (half day) Thursday, December 25 (full day)	Christmas Eve (1/2 day) Christmas Holiday observed

Work Days off for Jewish Holidays 2014

All of the following begin at **SUNDOWN** the day before; if employee has a schedule other than daylight hours, please adjust accordingly. Time is for the religious obligation; not preparation for or travel in relation to.

Passover (Pesach) – 4 days of no work	(Tuesday April 15 & Wednesday April 16) (Monday April 21 & Tuesday, April 22)
Shavu'ot – 2 days of no work	(Wednesday June 4 & Thursday, June 5)
Rosh Hashanah - 2 days of no work	Thursday September 25 & Friday, September 26
Yom Kippur – 1 day of no work	Saturday, October 4
Sukkot - 2 days of no work	Thursday, October 9 & Friday, October 10
Shemini Atzeret	Thursday, October 16
Simchat Torah	Friday, October 17

Town of



Amherst Massachusetts

DEPARTMENT NAME

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September 2013

RE: Summary of Conflict of Interest Law and Mandatory Education and Training Requirements
(M.G.L. c. 268A)

Dear Appointed Committee Member:

The State Ethics Commission had put the compliance deadline on hold while it worked to make new online training programs available. The online training program has now been revised, and all those who hold an appointed position must be in compliance.

In order to be in compliance you must:

1. Sign and return the Acknowledgement of Receipt found on the last page of the Summary of the Conflict of Interest Law within ten (10) business days of receipt of this letter. You can mail the Acknowledgment of Receipt to the Town Clerk's office or you can e-mail it to townclerk@amherstma.gov Providing you are the one opening your e-mail an e-mail response affirming that you have received the materials will satisfy this requirement.
2. Take the online training program at: <http://www.mass.gov/ethics/new-online-programs-available-december2012.html> (scroll down to the bottom of the page and follow the link for Municipal Employees). When you have completed the training you must print out the Certificate of Completion and return it to the Town Clerk's office within thirty (30) days of receipt of this letter.

If you wish to have a copy for your files please be sure to make one before returning it to the town Clerk's office.

**All appointed committee members will receive this information annually.
You should keep track of when you last complied with the online training program so that you will
know when you are due to take it again.**

If you have any questions, please contact the Town Clerk's office at 413-259-3035.

Sincerely,

Sandra J. Burgess
Town Clerk